

Instructions for Creating a TRS Online Services account

TRS is currently in the process of design and testing our new Employer Online Services systems for Employer reporting. The modules will go live:

- Insurance Deductions (August 1, 2014)
- Wage & Contribution Reporting (Fall 2014)

In order to access the reporting systems, **you must create a new user account**. We encourage you to create the account and submit the EMPLOYER DESIGNATION OF ADMINISTRATOR FOR ONLINE EMPLOYER REPORTING SYSTEMS (*Form 141*) as soon as possible. As each system becomes available to employers, we will notify you via email.

1. Go to the TRS website at www.trs.mt.gov and click on the link to the **EMPLOYERS** page.
2. Click on the link to the **ACCOUNT SETUP** page
3. After reviewing the information, click on the link for **CREATE A NEW ACCOUNT** (be sure to have Form 141 available).
 - a. **Note:** You must create a new user account for the new online services system.

In the **PERSONAL INFORMATION** area, please fill out all fields marked with an asterisk (*).

- We recommend that you use your school/employer email rather than a personal email.

In the **ID DETAILS** area, please fill out all fields. Review instructions at the top of the screen to create a valid username and password.

- **User name:** must be at least 6 characters and must include at least 1 letter (A – Z)
 - User names are **not** case sensitive. If you create an account with the user name Jsmith49 the system will also accept jsmith49).
 - Your user name will be shared with TRS and with your Online Administrator in order to allow access to TRS Online Services.
- **Password:** must be at least 8 characters and must include both numbers and letters.
 - Passwords **are** case sensitive. If you create an account password of 101XYZ925, 101xyz925 will not be accepted by the system.
 - Your password is always hidden and you will not be asked to share it with TRS or your online administrator. **Do not** give your password to anyone.
 - Passwords will expire every 6 months. If you sign on and your password has expired, the system will prompt you to create a new password.
- **Password hint:** a password hint should remind you what your password is, without revealing it. (Example: green52 / favorite color + father's birth year) TRS staff will have access to your password hint, but not to your password.

In the **SECURITY INFORMATION** box, you must choose or create 3 security questions.

- After your account has been activated, if you forget your username and/or password, you will have the opportunity to request that information on the Login Page.
- You will receive an email after clicking on the **FORGOT YOUR USERNAME OR PASSWORD?** This email will send you to a page where you will be asked to answer one of your Security Questions.

When you have filled out all the required information on the **CREATE ACCOUNT** page, click on the **SAVE** button. You will be sent to a new screen with a message to indicate that your account has been created.

Online Administrators

Be sure that the user name that you create online is the same user name you provide on TRS Form 141. After you create your account and it has been confirmed online, send the completed Form 141 to TRS for account activation.

Additional Users

After you create your account and it has been confirmed online, provide your user name to your Online Administrator so that they can enable your account.

Each Online Administrator and each Additional User will create their own account.

You will use **one account for all TRS Employer Online Services**.

- *For example*, if you are responsible for using the TRS Wage & Contribution Reporting System as well as the Employer Insurance Deduction System, you will use the same login information for both.

Note: If you are also a TRS member and you currently have a user account for accessing your own member data, you will continue using that login *for your member data only*.

If you have any questions or problems with setting up your account, please contact TRS for technical assistance at (406) 444-3396 / (406) 444-9293.